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**Chapter 20: Economic and Business Affairs Records**

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**Office of the Assistant Secretary****A201001 Assistant Secretary's Files**

**Description:** Correspondence pertaining to the development and formulation of foreign policy positions or the setting of precedents. Included are telegrams, memorandums, background papers, briefing materials, reports and other related correspondence.

**Disposition:** Permanent. Retire to the RSC when 2 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-94-19, item 1

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**A201002 Deputy Assistant Secretary's Files**

**Description:** Correspondence pertaining to the development and formulation of foreign policy positions or the setting of precedents. Included are telegrams, memorandums, background papers, briefing material, reports and other related correspondence.

**Disposition:** Permanent. Retire to the RSC when 2 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-94-19, item 2

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**A201003 Schedules of Daily Activities**

**Description:** Correspondence of the Assistant Secretary and Deputy Assistant Secretary containing non-substantive information. Documents reflect meetings, appointments, telephone calls, trips, visits, and other activities while serving in an official capacity. Included are calendars, appointment books, schedules, logs, diaries and other records created or maintained in hard copy excluding materials determined to be personal.

**Disposition:** Destroy when no longer needed.

**DispAuthNo:** GRS 23, item 5(b)

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**A201004 Correspondence Files - Arranged chronologically**

**Description:** Copies of outgoing correspondence requiring the attention of the Assistant Secretary or Deputy Assistant Secretary that reside in action offices. Included are action and briefing memorandums, telegrams, reports and related correspondence.

**Disposition:** Permanent. Retire to the RSC when 2 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-94-19, item 4

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**A201005 Front Office Chron Files**

**Description:** Copies of incoming correspondence such as telegrams, memorandums, reports and notes on which no documented action is taken.

**Disposition:** Permanent. Retire to the RSC when 1 year old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-94-19, item 5

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**A201006 Daily Activity Reports**

**Description:** Reports prepared for and consolidated by the Assistant Secretary's office on key foreign policy issues or positions. Copies of consolidated reports are distributed to each action office for information.

**Disposition:** Permanent. Retire to the RSC when 1 year old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-94-19, item 6

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**A201007 Tracking and Control Records**

**Description:** Logs, registers, and other records in hard copy or electronic form used to control or document the status of action items or taskers.

**Disposition:** Destroy or delete when 6 months old or when no longer needed whichever is sooner.

**DispAuthNo:** N1-59-94-19, item 7

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**A201008 NODIS and EXDIS Captioned Documents**

**Description:** Documents captioned NODIS and EXDIS.

**Disposition:** Destroy when 1 year old and inform S/S-IRM for control purposes.

**DispAuthNo:** N1-59-94-19, item 8

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**A201009 Congressional Correspondence Files**

**Description:** Documents reflect Department testimonies and speeches, prepared press guidance, memos prepared for the Bureau on legislative action of interest, responses to congressional requests, legislative referral memos requesting the Department's views on pending legislation, testimonies of other agencies or bills proposed by other agencies and related correspondence.

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** N1-59-94-19, item 9

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**Office of Development Finance****A202001a Multilateral Development Bank (MDB) Files**

**Description:** a. Subject Files - Arranged by MDB - Documents reflect replenishment negotiations and include international monetary and financial policies, proposed increases in resources, summary evaluations, co-financing and approaches, proposals, congressional records, negotiating sessions for proposed increase of capital resources, background papers, copies of notes, interagency memorandums, economic and development issues, economic reforms, environmental policy papers, reports to Congress, follow-up and needs assessment surveys, guidelines and reports on implementation of board decisions, review of lending operations, quarterly operational summaries, promotion of private sector, memberships, annual meetings, mid-year budget reviews, quarterly reviews and reports, general bank policy, employment standards, voting on proposed resolutions, organizational changes, decisions of the Board of Directors, technical cooperation projects and related correspondence.

**Disposition:** Permanent. Retire to the RSC when 5 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-94-22, item 1

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**A202001b Multilateral Development Bank (MDB) Files**

**Description:** b. Country Files - Documents reflect the review of loan proposals to ensure that U.S. foreign policy interests are being adequately reflected in the policies and operations of the banking institutions. Included are trade deficit reports, decision memorandums, environmental issues which affect certain projects, such as nuclear power projects and those involving highly toxic materials, strategic planning, economic situations, tax reform, financing, human rights issues including cases, testimonies and reports, investment proposals, option papers, economic trends report, trade policy measures, export subsidies, debt rescheduling agreements, trade estimate reports, tax reform, interest rates, economic highlights, strategic planning, economic reform, issues papers, viewpoints, Eximbank reviews providing discussion of country conditions and prospects within Eximbank, loan commitments from Eximbank to Board of Directors and related correspondence.

**Disposition:** Permanent. Retire to the RSC when 2 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-94-22, item 1

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**A202002 Eximbank Clearance Request File**

**Description:** Requests submitted for the Department's approval of loans and guarantees for products or projects requested by countries abroad.

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** N1-59-94-22, item 2

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**A202003 Global Environmental Facility (GEF)**

**Description:** Established by the World Bank as a pilot program to accelerate lending beneficial to the global environment and thereby accelerate the overall development lending and development strategies. Files reflect World Bank and Department of Treasury generated documents. Included are analyses and recommendations, draft position papers, meeting reports, reporting telegrams as well as documentation on specific projects, eligibility and selection criteria for funding projects, background notes, proposed criteria and related correspondence.

**Disposition:** Permanent. Retire to the RSC when 5 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-94-22, item 3

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**A202004 Gulf Crisis Files**

**Description:** Documents reflect reports to the Congress and reports submitted by OMB on Gulf War costs. Included are Gulf Crisis Financial Assistance reports on Commitments and Disbursements, OMB reports on U.S. costs in the Persian Gulf Conflict and Foreign Contributions to offset such costs and GAO reports on Allied Burden Sharing Efforts in the Persian Gulf.

**Disposition:** Destroy when purpose has been served.

**DispAuthNo:** N1-59-94-22, item 4

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**A202005a Gulf Crisis Briefing Books - Prepared by the Gulf Crisis Financial Coordination Group (Department of Treasury)**

**Description:** a. Master.

**Disposition:** Permanent. Retire to the RSC when 3 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-94-22, item 5

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**A202005b Gulf Crisis Briefing Books - Prepared by the Gulf Crisis Financial Coordination Group (Department of Treasury)**

**Description:** b. Other Copies.

**Disposition:** Destroy when purpose has been served.

**DispAuthNo:** N1-59-94-22, item 5

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**A202006 Development Assistance Committee (DAC) Files**

**Description:** Documents reflect the Department's involvement on major decisions concerning foreign aid to developing countries and territories. Included are U.S. position on (DAC) list of aid recipient countries, U.S. strategy for OECD/DAC review of foreign aid, project briefs, AID reviews on countries development assistance efforts and policies, meetings held with DAC, World Bank, International Monetary Fund and the UN, working party on financial assets of development assistance, public outreach issues, background material for discussion, draft issues and proposals and related correspondence.

**Disposition:** Destroy upon resolution of the issue or when 2 years old whichever is sooner.

**DispAuthNo:** N1-59-94-22, item 6

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**Office of Monetary Affairs****A202101 Macro-Economics Files - Arranged by country**

**Description:** Telegrams, reports, memorandums and related correspondence relating to labor costs, financial plans, economic projects, inflation trends, annual reviews, political leadership, monetary policy, financial and economic developments, semi-annual economic trends reports, interest rates, policy changes, solidarity pact agreements reflecting financing and reconstruction, budget deficits and unification costs, unemployment statistics, economic support issues, talking points, background papers, interagency meetings, and IMF working papers reflecting policy issues and addressing major issues concerning money and banking statistics.

**Disposition:** Permanent. Block files annually. Retire to the RSC when 1 year old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-94-23, item 1

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**A202102a Paris Club (PC) Files**

**Description:** a. Policy Files - Documents reflect policies and procedures for developing countries debts. Included are briefing papers, PC creditors data, U.S. Government issues, telegrams, working group documents, debt forgiveness, debt relief negotiations, repayment profiles, methodology issues, credit reform, legislation, agendas, talking points, proposals, debt rescheduling and related correspondence.

**Disposition:** Permanent. Retire to the RSC when 10 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-94-23, item 2

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**A202102b Paris Club (PC) Files**

**Description:** b. Debt Rescheduling Agreement Files - Arranged by country - Documents reflect U.S. policy on debt rescheduling and on the management of global indebtedness. Included are copies of bilateral agreements pertaining to consolidation and rescheduling of debts owed to and guaranteed by the U.S. Government or its agencies, requests for authorization to enter into multilateral negotiations on debt rescheduling, responses to individual country requests for debt rescheduling, debt data, updates on bilateral negotiations, background information, budget impact statements, legislation, payments received, consolidated debt, talking points and related correspondence.

**Disposition:** Permanent. Block annually. Retire to the RSC when 3 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-94-23, item 2

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**A202103 International Monetary Fund (IMF) General Files - Arranged by country**

**Description:** Documents reflect files generated by the IMF and are maintained for reference purposes. Copies are retained in related subject files. Included are Executive Board meetings and staff reports reflecting statistical background information, political reform, economic situations, economic program issues, integration into international economy and related correspondence.

**Disposition:** Destroy when 2 years old or when no longer needed for current operations whichever is sooner.

**DispAuthNo:** N1-59-94-23, item 3

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**A202104 General Subject Files**

**Description:** Documents reflect domestic and international banking and monetary policies, debt rescheduling policy, foreign exchange markets and restrictions, capital market restrictions and developments, financial and economic reports and publications, balance of payment developments and various international monetary system documents.

**Disposition:** Block files annually. Retire to the RSC when 1 year old for transfer to the WNRC. Destroy when 10 years old.

**DispAuthNo:** N1-59-94-23, item 4

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**A202105 Debt Policy Files**

**Description:** Documents reflect IMF and Treasury related correspondence including memorandums, reports, Comptroller General reports to Congress, general debt policy, National Advisory Council's procedures and reporting of foreign debt, working group documents, congressional hearings, World War I debt, lend-lease settlements and related correspondence.

**Disposition:** Permanent. Retire to the RSC when 10 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-94-23, item 5

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**Office of Investment Affairs****A202201a Country Files**

**Description:** a. International Investment (General) - Documents reflect telegrams, memorandums and reports on annual labor, Multinational Development Bank (MDB) projects, consultations on financial services, briefing papers, privatization and deregulation, economic trends, Enterprise for the Americas Initiative (EAI) negotiations, legislation, debt reduction, national trade estimate comments, trade and tax measures, position papers, policy changes, foreign economic trends, commercial environmental issues for U.S. companies, bilateral trade talks, trade and investment council meetings, investment policy, bilateral export subsidies agreements, investment profiles, confiscation of property, insurance claims and contracts, operating problems, payment disputes, Overseas Private Investment Corporation (OPIC) support and related correspondence.

**Disposition:** Permanent. Block files annually. Retire to the RSC when 2 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-94-24, item 1

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**A202201b Country Files**

**Description:** b. Expropriation Cases - Documents reflect the takeover of property of U.S. firms abroad. Included are talking points, Expropriation Committee reviews, appraisal of assets, investment agreements and disputes, status of negotiations, imposed sanctions on foreign aid and development bank lending, follow-up issues, insurance claims and related correspondence.

**Disposition:** Permanent. Retire to the RSC once case has been resolved or when 5 years old for transfer to the WNRC. Transfer to the National Archives 30 years after termination of the case.

**DispAuthNo:** N1-59-94-24, item 1

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**A202201c Country Files**

**Description:** c. Bilateral Investment Treaties (BIT) - Documents reflect bilateral investment treaties and investment issues arising under Treaties of Friendship, Commerce and Navigation. Included are negotiating rounds, coordination efforts, preparation for senate hearings, senate ratifications, talking points, background information, discussion agendas, Circular 175 Authorizations for the negotiation and conclusion of a treaty on protection of investments, interagency bilateral investment treaty working group documents and related correspondence.

**Disposition:** Permanent. Retire to the RSC 2 years after treaty comes into force for transfer to the WNRC. Transfer to the National Archives 20 years after termination of agreement.

**DispAuthNo:** N1-59-94-24, item 1

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**A202202 Tax Treaty Files**

**Description:** Treaties between the US and countries abroad for the prevention of double taxation. Documents reflect handwritten notes, reporting issues on the rounds of negotiations, decision memorandums, preparations for senate hearings, status of treaties, agreements with the U.S., reimbursement system, exemption requests, proposed taxes, requests for information on tax treaties, tax reform, tax bills, legislation, imposed tax on financial assets, disputes and related correspondence.

**Disposition:** Permanent. Retire to the RSC upon renewal of treaty or when 10 years old for transfer to the WNRC. Transfer to the National Archives 20 years after termination of agreement.

**DispAuthNo:** N1-59-94-24, item 2

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**A202203a Unitary Taxation**

**Description:** a. Subject Files - Documents reflect a worldwide unitary method of taxation for multinational enterprises. Included are taxation of foreign corporations, position papers, working group on worldwide unitary taxation, responses to requests concerning worldwide combined reporting, opposition to taxation and related correspondence.

**Disposition:** Permanent. Block files annually. Retire to the RSC when 5 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-94-24, item 3

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**A202203b Unitary Taxation**

**Description:** b. Case Files - Documents reflect court appeals pertaining to violations of commerce clause, reports, legislation, briefing papers and related correspondence.

**Disposition:** Permanent. Retire to the RSC upon resolution of tax issue or when 10 years old whichever is sooner for transfer to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-94-24, item 3

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**A202204 Investment Policy Files**

**Description:** Documents reflect legislation pertaining to foreign investments. Included are laws and regulations such as Foreign Direct Investment in U.S., Inward Investment, Practices under U.S. Treaties of Friendship, Commerce, and Navigation, taxation, banking, international trade and investment and related correspondence.

**Disposition:** Permanent. Retire to the RSC when 5 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-94-24, item 4

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**A202205 International Organization Files**

**Description:** Documents reflect multilateral negotiations in the OECD, UN and other international bodies relating to international investment. Included are working groups such as Capital Movements and Invisible Transactions (CMIT) and Committee on International Investment and Multinational Enterprises (CIME), international investment policies, multinational enterprise guidelines, guideline cases involving violations, accounting standards, trade related investment measures in developing countries, status reports, investment and privatization initiatives, UN Code of Conduct, UNCTC meetings and related correspondence.

**Disposition:** Permanent. Block files annually. Retire to the RSC when 5 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-94-24, item 5

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**A202206a Committee on Foreign Investment in the United States (CFIUS) Files-Documents reflect CFIUS reviews of investment transactions to determine issues of national security warranting an investigation.**

**Description:** a. Case Files - Documents reflect company investments, legislation, voluntary notices of acquisition and other correspondence relating to mergers, acquisitions and takeovers by or with foreign persons.

**Disposition:** Retire to the RSC when 1 year old for transfer to the WNRC. Destroy when 10 years old.

**DispAuthNo:** N1-59-94-24, item 6

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**A202206b Committee on Foreign Investment in the United States (CFIUS) Files-Documents reflect CFIUS reviews of investment transactions to determine issues of national security warranting an investigation.**

**Description:** b. Review Files - Documents reflect decision memos on whether State should request an investigation or support another agency's request for an investigation of the acquisition of companies or corporations, position papers, clearances on proposed sales of companies and related correspondence.

**Disposition:** Permanent. Block files annually. Retire to the RSC when 5 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-94-24, item 6

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**Office of Bilateral Trade Affairs-Developing Country Trade Division****A203001 Country Files**

**Description:** Telegrams, memorandums, reports, legislation and background material relating to international trade policy with developing countries. Included are trade policies and negotiations, commodities, property rights, statistical data and related trade and economic material.

**Disposition:** Permanent. Block files annually. Retire to the RSC 2 years after cut off date for transfer to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-94-25, item 1

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**A203002 North American Free Trade Agreement (NAFTA) Files**

**Description:** Telegrams, reports, studies and related correspondence regarding negotiations between the United States, Canada and Mexico to improve the competitiveness of U.S. business through elimination of both tariff and non tariff trade barriers and unfair subsidies, providing legal protection for U.S. investors and intellectual property such as patents and copyrights, and other liberalization measures.

**Disposition:** Permanent. Block files annually. Retire to the RSC 2 years after cut off date for transfer to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-94-25, item 2

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**A203003 Generalized System Preferences (GSP) & Worker Rights Files**

**Description:** Telegrams, reports, legislation and related correspondence pertaining to preferential duty-free entry for products from designated beneficiary countries and territories. Included are petitions for modifications based on market access, intellectual property rights, trade and investment practices and worker rights, GSP Subcommittee's Annual Report of the list of articles and countries eligible for duty-free treatment, proposed rules and regulations and related material.

**Disposition:** Permanent. Block files annually. Retire to the RSC 2 years after cut off date for transfer to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-94-25, item 3

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**A203004 Public Comment Mail**

**Description:** Correspondence received from private corporations and individuals in response to Federal Register notices, newspaper articles etc. stating views on and reactions to current trade issues.

**Disposition:** Destroy 6 months after resolution of issue.

**DispAuthNo:** N1-59-94-25, item 4

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**A203005 Analyst Chron Files**

**Description:** Included are assigned taskers, responses to inquiries, items of interest, talking points, work requirements and background information relevant to the analyst's assigned area of responsibility. Some material such as copies of action memorandums may be duplicated in the country files but the majority of documents remain intact in the subject files.

**Disposition:** Block files annually. Retire to the RSC 2 years after cut off date for transfer to the WNRC. Destroy when 10 years old.

**DispAuthNo:** N1-59-94-25, item 5

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**Office of Bilateral Trade Affairs-Developed Country Trade Division****A203101 Trade Relations Files - Arranged by country/subject**

**Description:** Telegrams, U.S. Trade Representative reports, status reports, problem and prospect papers, impact statements, economic indicators, briefing memorandums, investment reports, Organization for Economic Cooperation and Development (OECD) trade-related issues, Trade Committee meetings and working party documents, talking points, dispute settlements, trade and commercial agreements, position papers, trade in services negotiations under the General Agreements on Tariffs and Trade (GATT) and related correspondence reflecting trade policy with developed market-economy countries; especially Japan, Canada, the European Community (EC) and Eastern Europe.

**Disposition:** Permanent. Block files annually. Retire to RSC 2 years after cut off date for transfer to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-94-25, item 6

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**Office of Multilateral Trade Affairs-Special Trade Activities Division****A203201a National Security Trade Restriction**

**Description:** a. Case Files - Cases industry investigates that threaten national security. Documents reflect national security import restrictions as outlined in Section 232 of the Trade Act. Included are telegrams, national security analysis, statistical analysis, consumption reports, tariff schedules, competitive assessments, press releases, briefing material, Volunteer Restraint Agreements (VRA's) and related correspondence.

**Disposition:** Permanent. Place in inactive file when case is closed. Cut off inactive file at the end of the calendar year. Retire to the RSC 2 years after cut off date for transfer to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-94-27, item 1a

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**A203201b National Security Trade Restriction**

**Description:** b. Subject Files - Documents reflect Department of Commerce (DOC) draft investigation reports, pending investigations under Section 232 of the Trade Act, studies and industry comments, telegrams, Federal Register notices, DOC meeting agendas, memorandums to conduct investigations, reports to the President, background information on Section 232 and related correspondence.

**Disposition:** Permanent. Block files annually. Retire to the RSC 5 years after cut off date for transfer to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-94-27, item 1b

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**A203202 Anti-dumping/Counterveiling Duty Files - Arranged by country**

**Description:** Case files document actions taken on unfair trade practices. Included are Federal Register notices announcing actions such as intent to revoke antidumping duty order, determination not to revoke antidumping order, intent to terminate suspended investigation, U.S. International Trade Commission (USITC) memos regarding termination of investigations, telegrams on antidumping investigations, amendment to final result of counterveiling administrative review, preliminary results of antidumping duty administration review, background statements, fact sheets and related correspondence.

**Disposition:** Place in inactive file when case is closed. Cut off inactive file at the end of the calendar year. Retire to the RSC 1 year after cut off date for transfer to the WNRC. Destroy 10 years after cutoff.

**DispAuthNo:** N1-59-94-27, item 2

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**A203203 Trade Standard Files - Arranged by country/subject**

**Description:** Included are product standards, health, safety and environmental laws and regulations. All files are related to GATT meetings and NAFTA negotiations. Included are telegrams, memorandums of understanding, NAFTA standards-related issues, proposed revisions, American National Standards Institute (ANSI) meetings, standard group meeting reports, proposed U.S. regulations, standards policy, Uruguay Round proposal on standards code, Trade Policy Staff Committee (TPSC) action records, discussion papers, council directives, status reports, USTR meetings and related correspondence.

**Disposition:** Block files annually. Retire to the RSC 3 years after cut off date for transfer to the WNRC. Destroy when 10 years old.

**DispAuthNo:** N1-59-94-27, item 3

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**A203204 Steel Trade Files - Arranged by country/subject**

**Description:** Documents reflect trade-related activities involving the Steel Industry. Included are telegrams, status reports, executive summaries, U.S. Steel agreements and trade actions, Voluntary Restraint Agreements (VRA's), Bilateral Consensus Agreements (BCA's), implementation of BCA's, analysis and summary sheets, working group documents and subcommittee memos and background papers.

**Disposition:** Block files annually. Retire to the RSC 2 years after cut off date for transfer to the WNRC. Destroy when 10 years old.

**DispAuthNo:** N1-59-94-27, item 4

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**A203205 Telecommunications Trade Files - Arranged by country/subject**

**Description:** Documents reflect market access to telecommunications equipment and services. Included are telegrams, talking points, briefing papers, telecommunications trade objectives, Council Directive proposals, draft analysis of telecommunications services directive, Telecommunications Trade Task Force recommendations, consultations, outlines for services proposal, legislation and related correspondence.

**Disposition:** Block files annually. Retire to the RSC 5 years after cut off date for transfer to the WNRC. Destroy when 10 years old.

**DispAuthNo:** N1-59-94-27, item 5

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**A203206 Trade Act Report Files - Arranged by country**

**Description:** Documents reflect correspondence with posts on the development of the Department's Annual Trade Act Report to Congress on trade, investments and the overall economic conditions in over 80 countries. Included are country reports on economic and trade practices (key economic indicators.)

**Disposition:** Block files annually. Destroy when 2 years old.

**DispAuthNo:** N1-59-94-27, item 6

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**A203207a Procurement Policy Files**

**Description:** a. General Agreement on Tariffs and Trade (GATT) - Documents reflect the GATT Agreement on Government Procurement (the "Code") establishing an agreed international framework of rights and obligations with respect to laws, regulations, procedures, and practices regarding trade aspects of government procurement in order to achieve greater liberalization and expansion of world trade. Included are procurement practices, procurement code overviews, memorandums, telegrams, interagency meetings and related correspondence.

**Disposition:** Block files annually. Retire to the RSC 5 years after cut off date for transfer to the WNRC. Destroy when 15 years old.

**DispAuthNo:** N1-59-94-27, item 7a

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**A203207b Procurement Policy Files**

**Description:** b. North American Free Trade Agreement (NAFTA) - Documents reflect U.S. access to the Mexican government procurement market, including state-controlled agencies such as PEMEX and CFE including U.S. suppliers of petroleum equipment, heavy electrical equipment, electronics, pharmaceuticals, and environmental and computer software and support services and construction and the procurement of many services by Canada. Included are strategy papers, memorandums on negotiations, Trade Policy Staff Committee (TPSC) meetings, working group documents, talking points, proposals, transitional membership, NAFTA/Government Procurement Group meetings and related correspondence.

**Disposition:** Block files annually. Retire to the RSC 5 years after cut off date for transfer to the WNRC. Destroy when 15 years old.

**DispAuthNo:** N1-59-94-27, item 7b

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**A203208 Customs and Trade Files - Arranged by subject**

**Description:** Documents reflect issues related to the General Agreement on Tariffs and Trade Customs Code. Included are telegrams, customs and standards surveys, interest in cooperative programs, conference materials, background material on the Customs Cooperation Council (CCC), meetings on Interagency Committee (IAC) on Customs Cooperation Council matters, customs mutual assistance agreement negotiations, issues for decision, memorandums of understanding, documents pertaining to the Interagency Bureau for the Publication of Customs Tariff, reporting on the use of customs fees, fact sheets on customs import user fees, customs user fee working group documents and related correspondence.

**Disposition:** Block files annually. Retire to the RSC 2 years after cut off date for transfer to the WNRC. Destroy when 10 years old.

**DispAuthNo:** N1-59-94-27, item 8

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**A203209 Committee Files**

**Description:** Documents reflect committee and working group activities on various program issues such as steel trade and telecommunications. Included are testimonies and speeches, discussion papers, status reports, surveys, meetings, memorandums, talking points, position papers and related correspondence.

**Disposition:** Block files annually. Retire to the RSC 2 years after cut off date for transfer to the WNRC. Destroy when 10 years old.

**DispAuthNo:** N1-59-94-27, item 9

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**A203210 Negotiation Files - Arranged by country/subject**

**Description:** Documents reflect GATT market access and North American Free Trade (NAFTA) agreements. Included are summary of meetings, negotiation developments, telegrams, market access group meetings, market access status reports, USTR memos on market access offers, summary and highlights, meetings and developments, consultations on implementation of market access, services barriers, trade barriers report, zero tariff proposals, trade policy reforms, tariff and non-tariff barriers and related correspondence.

**Disposition:** Permanent. Block files annually. Retire to the RSC 5 years after cut off date for transfer to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-94-27, item 10

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**A203211 Environment and Trade Files - Arranged by country/subject**

**Description:** Documents reflect international agreements dealing with regional or global problems, trade effects of national standards and regulations, export trade between industrialized and developing countries and other issues relating to environmental protection. Included are Environmental Protection Agency (EPA) rulings, telegrams, memorandums, GATT reports, news articles, proposed legislation, talking points, comments on proposed rulemaking, copies of trade agreements and related correspondence.

**Disposition:** Permanent. Block files annually. Retire to the RSC 5 years after cut off date for transfer to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-94-27, item 11

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**Office of Intellectual Property and Competition Division****A203301 IPC General Policy Files**

**Description:** Legislation, briefing papers, congressional correspondence, policy issues and related correspondence pertaining to the implementation of trade laws.

**Disposition:** Block files annually. Retire to the RSC when 3 years old. Destroy when 5 years old.

**DispAuthNo:** N1-59-94-27, item 12

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**A203302 Intellectual Property Rights Files - Arranged by Country/Subject**

**Description:** Telegrams, meeting agendas, follow-up actions, working group reports, proposed legislation and related correspondence on the protection of intellectual property rights (patents, trademarks, and copyrights) abroad, North American Free Trade Agreement (NAFTA), trade-related intellectual property, anti-trust activities and transfer of technology.

**Disposition:** Block files annually. Retire to the RSC 3 years after cut off date for transfer to the WNRC. Destroy when 10 years old.

**DispAuthNo:** N1-59-94-27, item 13

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**A203303 World Intellectual Property Organization (WIPO)**

**Description:** Documents provide historical background on WIPO. Included are general administration of WIPO, dispute settlements, special agreements under the Paris Convention, budget committee documents, meeting agendas, draft agendas of governing bodies, staffing material and related correspondence.

**Disposition:** Block files annually. Retire to the RSC 3 years after cut off date for transfer to the WNRC. Destroy when 10 years old.

**DispAuthNo:** N1-59-94-27, item 14

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**Agricultural & Textile Trade-Agri. Trade Policy & Program Division****A204001 Agricultural Trade Policy Files**

**Description:** Documents reflect legislation such as the Farm Bill, agricultural and food aid policy under the General Agreement on Tariffs and Trade (GATT), Free Trade Agreements and PL 480. Included are proposed bills on agriculture and trade-related issues, hearings, position papers, updates, negotiations and related correspondence.

**Disposition:** Permanent. Retire to the RSC in 5 year blocks for transfer to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-94-28, item 1

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**A204002 International Organization and Conference Files**

**Description:** Documents reflect the Department's representation in commodity organizations and forums. International organizations include wheat, sugar, coffee, jute, and cotton, Food Aid Committee, World Food Program and Council, Food and Agriculture Organization, U.N. Conference on Trade and Development and the Organization for Economic Cooperation and Development. Included are telegrams, meetings, reports, agenda items, summary statements and related correspondence.

**Disposition:** Block files annually. Retire to the RSC 2 years after cut off date for transfer to the WNRC. Destroy when 20 years old.

**DispAuthNo:** N1-59-94-28, item 2

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**A204003 Agricultural Product Files**

**Description:** Documents reflect the facilitation of U.S. food and agricultural trade with other countries on commodities such as bananas, beverages, dairy, fibers, grains, horticultural products, meat, non-grain feeds, oilseeds, sugar, tobacco and tropical products. Included are agreements, dispute settlements, promotion of U.S. farm export opportunities, market access, statistical data, quotas, reporting instructions and related correspondence.

**Disposition:** Block files annually. Retire to the RSC 2 years after cut off date for transfer to the WNRC. Destroy when 25 years old.

**DispAuthNo:** N1-59-94-28, item 3

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**A204004 Export Enhancement Program (EEP) General Program Files - Arranged by subject/country**

**Description:** Documents reflect background information on subsidized exports of grains and other raw products overseas. The EEP discourages unfair trade practices by making U.S. agricultural commodities competitive. Included are telegrams, briefing papers, daily reports, action memorandums, Trade Policy Review Group (TPRG) meeting memorandums, issue papers, USTR updates dealing with the program in general. Specific issues are filed in the agricultural product files and reflect product initiatives sales, talking points, agricultural policy issues and related correspondence.

**Disposition:** Retire to the RSC in 5 year blocks when 10 years old for transfer to the WNRC. Destroy when 25 years old.

**DispAuthNo:** N1-59-94-28, item 4

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**A204005 Dairy Export Incentive Program (DEIP) General Program Files**

**Description:** Documents reflect background information on subsidized exports of dairy products. Included are memorandums regarding global and proposed allocations, export guidance, telegrams on dairy export subsidies, position papers, USDA proposals to export subsidies, fact sheets, memorandums on various issues for decision, countries eligible to purchase dairy products and related correspondence.

**Disposition:** Retire to the RSC in 5 year blocks when 10 years old for transfer to the WNRC. Destroy when 25 years old.

**DispAuthNo:** N1-59-94-28, item 5

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**A204006 Agricultural Export Sales and Promotion Files - Arranged by subject/country**

**Description:** Documents reflect the sales of U.S. agricultural commodities to developing countries as authorized under PL 480. Included are telegrams on agreement negotiations, proposed amendments, talking points, USDA summaries, food assistance, memorandums of understanding, economic reform updates, food program status reports, briefing memorandums, export credit issues, credit guarantees, budget and financial documentation, meetings and related correspondence.

**Disposition:** Block files annually. Retire to the RSC 2 years after cut off date for transfer to the WNRC. Destroy when 25 years old.

**DispAuthNo:** N1-59-94-28, item 6

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**Agricultural & Textile Trade-Textile Policy & Agreements Division**

**A204101a** Industry Adviser Files - Arranged by Name of Candidate-Documents reflect Department of State clearance for industry representatives to serve as advisers during bilateral textile negotiations.

**Description:** a. Electronic File.

**Disposition:** Destroy when active agency use ceases.

**DispAuthNo:** N1-59-94-28, item 7a

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**A204101b** Industry Adviser Files - Arranged by Name of Candidate-Documents reflect Department of State clearance for industry representatives to serve as advisers during bilateral textile negotiations.

**Description:** b. Paper File.

**Disposition:** Destroy when no longer needed for current operations.

**DispAuthNo:** N1-59-94-28, item 7b

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**A204102** **Bilateral Textile Agreements - Arranged by Country and Subject**

**Description:** Documents reflect negotiations of bilateral agreements between textile importing and exporting countries or unilaterally if an agreement cannot be reached under the provisions of the Multifiber Arrangement (MFA). The MFA is a multilateral agreement negotiated under the auspices of the General Agreement on Tariffs and Trade (GATT). Included are telegrams, memorandums, reports, legislation, proposals, interagency position papers, policy papers, background information on textile agreements and related correspondence.

**Disposition:** Permanent. Block files annually. Retire to the RSC 2 years after cut off date for transfer to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-94-28, item 8

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**A204103** **North American Free Trade Agreement (NAFTA) General Files**

**Description:** Documents reflect industry's reaction to specific textile issues. Included are policy papers, position papers, legislation, background information on trade, opinions and views on specific textile issues and related correspondence.

**Disposition:** Block files annually. Retire to the RSC 2 years after cut off date for transfer to the WNRC. Destroy when 20 years old.

**DispAuthNo:** N1-59-94-28, item 9

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**A204104 General Agreement on Tariffs and Trade (GATT) Files**

**Description:** Documents reflect U.S. efforts to extend a phaseout of the multifiber arrangement import quotas under the General Agreement on Tariffs and Trade (GATT). Included are telegrams, working papers, GATT reports, statistical analyses, negotiation statements and related correspondence.

**Disposition:** Block files annually. Retire to the RSC 2 years after cut off date for transfer to the WNRC. Destroy when 20 years old.

**DispAuthNo:** N1-59-94-28, item 10

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**Transportation Affairs-Special Negotiator****A205001 International Aviation Negotiation Files**

**Description:** Documents reflect the development and implementation of policy programs concerning international transportation. Included are telegrams, memorandums, reports, briefing materials and other key issues relating to international aviation generated or handled specifically by the Special Negotiator and not residing in an action office.

**Disposition:** Permanent. Retire to the RSC when 2 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-94-30

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**Transportation Affairs-Office of Aviation Negotiations****A205101 Bilateral Aviation Negotiation Files**

**Description:** Arranged by country/subject. Documents reflect U.S. policy for international air transportation analyses, countermeasure options, economic and political policy issues, disputes, talking points, meetings, discussion papers, overviews, background information, negotiation rounds, aviation designations and related correspondence.

**Disposition:** Permanent. Retire to the RSC when 2 years old for transfer to the WNRC. Transfer to the National Archives when 25 years old.

**DispAuthNo:** N1-59-94-31, item 1

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**A205102 Air Transport Association of America (ATA) Files**

**Description:** Documents reflect notes of ATA Representative on U.S. Delegation. Notes and attachments are for use of ATA member airlines and other airlines which ATA may represent, brief or otherwise keep informed, in the course of government-to-government negotiations or consultations concerning civil aviation matters.

**Disposition:** Block files annually. Destroy when 4 years old.

**DispAuthNo:** N1-59-94-31, item 2

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**Transportation Affairs-Office of Aviation Programs & Policy**

**A205201a** International Civil Aviation General Files-Arranged by country/subject.  
Documents reflect international civil aviation issues involving discriminatory and unfair practices U.S. airlines face abroad.

**Description:** a. Arbitration Files.

**Disposition:** Permanent. Retire to RSC after case is closed or when 5 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-94-32, item 1a

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**A205201b** International Civil Aviation General Files-Arranged by country/subject.  
Documents reflect international civil aviation issues involving discriminatory and unfair practices U.S. airlines face abroad.

**Description:** b. Other Files.

**Disposition:** Permanent. Block files annually. Retire to the RSC when 2 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-94-32, item 1b

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**A205202 International Airport Security Files - Arranged by country**

**Description:** Documents reflect security weaknesses, inspections, travel itineraries, proposed FAA security visits to ensure airports meet the minimum international standards and recommended practices of the international civil aviation organization for safeguarding international civil aviation against acts of unlawful interference, 90-day notices summarizing deficiencies of security, policy changes, executive summaries and related correspondence.

**Disposition:** Block files annually. Retire to the RSC when 2 years old for transfer to the WNRC. Destroy when 30 years old.

**DispAuthNo:** N1-59-94-32, item 2

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**A205203 International Organization Files**

**Description:** Documents reflect U.S. participation in the European Community (EC), Asia Pacific Economic Cooperation (APEC) forum, the International Civil Aviation Organization (ICAO) and with other international and multilateral bodies concerned with aviation. Included are rules and regulations, cargo talks and studies, memorandums of understanding, conferences, working group documents, reports and related correspondence.

**Disposition:** Block files annually. Retire to the RSC when 5 years old for transfer to the WNRC. Destroy when 20 years old.

**DispAuthNo:** N1-59-94-32, item 3

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**A205204 International Civil Aviation Organization (ICAO) Document Files**

**Description:** Documents reflect council sessions and assembly files. Included are council working papers, strategic action plans, progress reports, minutes and decisions, news articles, briefing materials, council elections, plenary meetings and related correspondence.

**Disposition:** Block files annually. Retire to the RSC when 2 years old for transfer to the WNRC. Destroy when 10 years old.

**DispAuthNo:** N1-59-94-32, item 4

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**A205205 International Civil Aviation Organization (ICAO) Fellowship Training Program**

**Description:** Documents reflect memorandums of agreement relating to training foreign students in the United States in the field of aviation.

**Disposition:** Block files annually. Destroy when 5 years old or when no longer needed whichever is sooner.

**DispAuthNo:** N1-59-94-32, item 5

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**A205206 Interagency Group on International Aviation (IGIA) Files**

**Description:** Documents reflect requests for information, memberships, organization and procedures, agendas, meetings, designations, U.S. participation, U.S. positions and related correspondence.

**Disposition:** Block files annually. Destroy when 5 years old or when no longer needed whichever is sooner.

**DispAuthNo:** N1-59-94-32, item 6

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**Transportation Affairs-Office of Maritime & Land Transportation****A205301 International Maritime and Land Transport Files - Arranged by country/subject**

**Description:** Documents reflect broad economic, political and technical problems involving shipping relations with countries abroad.

**Disposition:** Permanent. Block files annually. Retire to the RSC when 2 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-94-33, item 1

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**A205302 Organization Files**

**Description:** Documents reflect multilateral activities with international and intergovernmental shipping organizations such as the Organization for Economic Cooperation and Development (OECD), the U.N. Conference on Trade and Development (UNCTAD) and the Federal Maritime Commission (FMC).

**Disposition:** Block files annually. Retire to the RSC when 2 years old for transfer to the WNRC. Destroy when 10 years old.

**DispAuthNo:** N1-59-94-33, item 2

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**A205303 Legislation Files - Arranged by congressional session**

**Description:** Documents reflect senate bills, house reports and house joint resolutions used for preparing comments on proposed shipping, trucking and railroad legislation. Included are legislative referrals, congressional records, congressional sessions, text of maritime bills, proposed policy resolutions, maritime reform act, authorizations and appropriations, DOS views on maritime bills, shipbuilding reform act, proposed reports, newspaper and magazine articles and related correspondence.

**Disposition:** Review files annually. Retire congressional reports no longer needed for current operations to the RSC for transfer to the WNRC. Destroy when 10 years old.

**DispAuthNo:** N1-59-94-33, item 3

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**A205304 Longshore Activities File**

**Description:** Documents reflect foreign prohibitions on Longshore Work by U.S. Nationals. Included are list of countries that prohibit U.S. marines from performing longshore work; i.e., activities associated with loading and discharging cargo from a ship, public notices, comments on DOS's proposed rule making, position papers, congressionals, longshore activities by crews of U.S. ships and related correspondence.

**Disposition:** Permanent. Retire to the RSC in 5-year blocks for transfer to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-94-33, item 4

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**A205305 Shipbuilding Files - Arranged by country/subject**

**Description:** Documents reflect the assurance that domestic shipyards can compete effectively in the international shipbuilding market.

**Disposition:** Permanent. Block files annually. Retire to the RSC when 7 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-94-33, item 5

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**International Energy Policy-Energy-Consumer Country Affairs Div.****A206001 Country/Subject Files**

**Description:** Telegrams, memorandums, reports and related correspondence reflecting relations with major energy importing countries on energy-related matters. Documents reflect formulation, coordination and implementation of policies affecting bilateral and multilateral relations with these countries, especially with members of the International Energy Agency.

**Disposition:** Permanent. Block files annually. Retire to the RSC 2 years after cut off date for transfer to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-94-34, item 1

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**A206002 International Energy Agency (IEA) Program Files**

**Description:** Correspondence reflecting the operational activities of IEA. Included are rules and regulations, budget material, accreditation of candidates, staffing and personnel, Annual Report on U.S. Energy Policy and other related issues concerning IEA's activities and operations.

**Disposition:** Block files annually. Retire to the RSC 2 years after cut off date for transfer to the WNRC. Destroy when 10 years old.

**DispAuthNo:** N1-59-94-34, item 2

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**A206003a International Energy Agency (IEA) Briefing Books-Prepared for various committee and sub-committee meetings. Briefing materials reflect U.S. Government's position on interagency policies and programs.**

**Description:** a. Master.

**Disposition:** Permanent. Retire to the RSC when 5 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-94-34, item 3

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**A206003b International Energy Agency (IEA) Briefing Books-Prepared for various committee and sub-committee meetings. Briefing materials reflect U.S. Government's position on interagency policies and programs.**

**Description:** b. Other copies.

**Disposition:** Destroy when purpose has been served.

**DispAuthNo:** N1-59-94-34, item 3

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**A206004 North American Free Trade Agreement (NAFTA) Testimonies**

**Description:** Copies of Congressional hearings on energy as well as correspondence from private concerns stating views and opinions on specific issues.

**Disposition:** Destroy when no longer needed for current operations.

**DispAuthNo:** N1-59-94-34, item 4

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**International Energy Policy-Energy-Producer Country Affairs Divisi****A206101 Country/Subject Files**

**Description:** Telegrams, memorandums, highlight reports, investment issues, economic indicators, talking points, initiatives and related correspondence reflecting U.S. international energy policy concerning energy producing countries, especially those exporting oil and natural gas, U.S. Government's energy policies and initiatives, promotion of U.S. energy interests overseas, meetings of the IEA Committee on Non-Member Countries and the Standing Group on the Oil Market and related issues.

**Disposition:** Permanent. Block files annually. Retire to the RSC 2 years after cut off date for transfer to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-94-34, item 5

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**International Energy Policy-International Commodities Division****A206201 General Commodity Policy Files**

**Description:** Documents reflect international policy on commodities. Included are international organizations, telegrams, proposals, U.S. position papers, U.S. instructions, discussion papers, briefing material, background information and related correspondence.

**Disposition:** Permanent. Block files annually. Retire to the RSC 5 years after cut off date for transfer to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-94-35, item 1

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**A206202 General Commodities Files - Arranged by subject/country**

**Description:** Documents reflect international agreements covering individual commodities, representation by the Department at interagency meetings and the U.S. Government at international meetings. Included are telegrams, memorandums, study material, mining projects, mineral production and sale, industrial outlook reports and related correspondence.

**Disposition:** Permanent. Block files annually. Retire to the RSC 5 years after cut off date for transfer to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-94-35, item 2

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**A206203 Commodities Organization Files**

**Description:** Documents reflect general background information on the administration and operations of international organizations and study groups such as the International Natural Rubber Organization and Study Group. Included are expenditures and budget, funding, magazine articles, forum information and related correspondence.

**Disposition:** Destroy when 5 years old or sooner if no longer needed for current operations.

**DispAuthNo:** N1-59-94-35, item 3

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**A206204 International Tropical Timber Organization (ITTO) Files - Arranged by country/subject**

**Description:** Documents provide historical background information on ITTO which was established in 1985 to promote cooperation between producers and consumers of tropical timber by collecting and publishing market data and by sponsoring a range of separately funded projects in the areas of forest management, reforestation, forest industry and market intelligence. Included are telegrams, background documentation, ad hoc working group papers, global forestry convention documents, congressionals, ITTO integrated action plans, proposed levies and related correspondence.

**Disposition:** Block files annually. Retire to the RSC 5 years after cut off date for transfer to the WNRC. Destroy when 20 years old.

**DispAuthNo:** N1-59-94-35, item 4

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**A206205 Law of the Seas (Deep Seabed Mining) Files - Arranged by country/subject**

**Description:** Documents reflect historical background information dating back to the 70's on the exploration and exploitation of deep seabed minerals. Included are telegrams, press guidance, perspectives on the exploration of deep seabed minerals, congressionals, deep seabed research, conflict resolution agreements, legislation and related correspondence.

**Disposition:** Permanent. Block files annually. Retire to the RSC 5 years after cut off date for transfer to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-94-35, item 5

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**A206206 National Defense Stockpile (NDS) Files - Arranged by country/subject**

**Description:** Documents reflect access to strategic and critical materials. Included are assessment reports which provide willingness and ability of individual countries to supply the U.S. with strategic and critical materials in wartime, telegrams regarding stockpiled materials, contacts with other embassies concerning proposed disposal levels for certain materials and commodities, meetings on NDS requirements, legislation, market impact committee meetings, senate hearings, executive summaries, memorandums of understanding, study group negotiations, congressional and highlight reports and related correspondence.

**Disposition:** Permanent. Block files annually. Retire to the RSC 5 years after cut off date for transfer to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-94-35, item 6

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**A206207 Resource Reporting Officer Files**

**Description:** Documents reflect Resource Officer positions overseas. Officers report on non-food commodities (mineral resources). Program was set up in 1975 and replaced former mineral attaches overseas. Included are positions papers, funding documents, preparations for training, activities dealing with U.S. Geological Survey and U.S. Bureau of Mines, mineral reports and related correspondence.

**Disposition:** Permanent. Retire to the RSC when 3 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-94-35, item 6

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**Office of Economic Sanctions Policy****A206301 Economic Sanctions Policy Files**

**Description:** Documents reflect the development and administration of Department policies including decisions on certain export license application requests concerning foreign policy controls. Included are telegrams, legislation, foreign policy trade control reports, briefings and speeches, press guidance, proposals, recommendations, committee meetings, legislation and related correspondence.

**Disposition:** Block files annually. Retire to RSC when 2 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-94-29, item 1

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**A206302 Export Control Case Files - Arranged by country/subject**

**Description:** Documents reflect foreign policy issues on export cases for the Departments of Commerce and Treasury. Included are license applications, meetings, strategic plans, foreign policy reviews, background papers, reports, export policies, security issues, license guidelines and related correspondence.

**Disposition:** Place in inactive file when case is closed. Cut off inactive file at the end of the calendar year. Retire to the RSC 2 years after cut off date for transfer to the WNRC. Destroy when 10 years old.

**DispAuthNo:** N1-59-94-29, item 2

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**A206303 Case Finder**

**Description:** Automated data base system designed to provide status summary on export cases.

**Disposition:** Print hard copy and place in inactive export control case file when case is closed.

**DispAuthNo:** N1-59-94-29, item 3

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**International Communications and Information Policy****A207001 International Communications and Information-Policy Subject File and Director's File**

**Description:** Program and policy documents on countries and international organizations dealing with communications and information matters such as coordinating and overseeing domestic and foreign economic and political agreements, cooperation, diplomatic and public initiatives, legislation, negotiations and treaties of industrialized countries.

**Disposition:** Permanent. Block by year. Retire to RSC after 4 years. Transfer to WNRC after 10 years. Transfer to the National Archives after 30 years.

**DispAuthNo:** N1-59-92-3, item 1

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**A207002 Director's Chronological Files**

**Description:** Consist of extra copies of correspondence, memorandums, notes, official-informals, reports, speeches, statements, telegrams, and other material maintained by the director or for use in conjunction with the policy subject file.

**Disposition:** Permanent. Block by year. Retire to RSC after 3 years. Transfer to WNRC after 5 years. Transfer to the National Archives after 30 years old.

**DispAuthNo:** N1-59-92-3, item 2

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**A207003 Standards and International Organizations - Policy File**

**Description:** Agreements, initiatives, legislation, negotiations, policies, summary reports from countries and international organizations dealing with standards in communications and information areas such as: aeronautics, broadcasting, cables, circuits, commerce, communications, data, development, electronics, equipment, frequencies, information, jamming, networks, radios, relay sites, remote sensing, research, satellites, telecommunications, security, signalling, space, technical assistance, telecommunications, telegraph, telephone, trade and transmissions.

**Disposition:** Permanent. Block by year. Retire to RSC after 4 years. Transfer to WNRC after 10 years. Transfer to the National Archives after 30 years.

**DispAuthNo:** N1-59-92-3, item 3

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**A207004 Standards and International Organizations - Reference File**

**Description:** Agendas, copies of agreements, amendments, annuals, bulletins, circulars, documents, films, instructions, initiatives, journals, laws, legislation, letters, notifications, periodicals, photos, positions papers, policies, publications, reports from countries and international organizations dealing with standards in communications and information areas and used as reference for preparation of Department documents.

**Disposition:** Block by year. Retire to RSC after 4 years. Destroy after 10 years.

**DispAuthNo:** N1-59-92-3, item 4

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**A207005 Trade and Development - Policy File**

**Description:** Agreements, initiatives, legislation, negotiations, policies summary reports from countries and international organizations dealing with trade and development in communications and information areas.

**Disposition:** Permanent. Block by year. Retire to RSC after 4 years. Transfer to WNRC after 10 years. Transfer to the National Archives after 30 years.

**DispAuthNo:** N1-59-92-3, item 5

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**A207006 Trade and Development - Reference File**

**Description:** Reference materials dealing with trade and development in communications and information areas.

**Disposition:** Destroy when no longer needed.

**DispAuthNo:** N1-59-92-3, item 6

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**All Bureau Files**

**A208001a(1)** Briefing Books-Records relating to presidential visits by foreign dignitaries and other high-level officials. Included are briefing papers outlining essential information for use in meetings, international conferences or other important activities.

**Description:** a. Prepared for the Secretary of State.

(1) Master.

**Disposition:** Permanent. Retained by the Executive Secretariat (S/S). See item no. 270101 of the Records Disposition Schedules for the Department.

**DispAuthNo:** N1-59-94-36, item 1a(1)

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**A208001a(2)** Briefing Books-Records relating to presidential visits by foreign dignitaries and other high-level officials. Included are briefing papers outlining essential information for use in meetings, international conferences or other important activities.

**Description:** a. Prepared for the Secretary of State.

(2) Other copies.

**Disposition:** Destroy when purpose has been served.

**DispAuthNo:** N1-59-94-36, item 1a(2)

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**A208001b(1)** Briefing Books-Records relating to presidential visits by foreign dignitaries and other high-level officials. Included are briefing papers outlining essential information for use in meetings, international conferences or other important activities.

**Description:** b. Prepared for the Assistant Secretary or other high-level officials.

(1) Master.

**Disposition:** Permanent. Retire to RSC when 3 years old. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-94-36, item 1b(1)

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**A208001b(2)** Briefing Books-Records relating to presidential visits by foreign dignitaries and other high-level officials. Included are briefing papers outlining essential information for use in meetings, international conferences or other important activities.

**Description:** b. Prepared for the Assistant Secretary or other high-level officials.

(2) Other copies.

**Disposition:** Destroy when purpose has been served.

**DispAuthNo:** N1-59-94-36, item 1b(2)

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**A208002 Biographic Files**

**Description:** Background information maintained on political leaders, foreign ministry officials and military leaders. Telegrams, memorandums, news articles, newspaper clippings and other related correspondence.

**Disposition:** Review annually and remove file for individuals no longer of interest. Destroy news articles, newspaper clippings, and related correspondence. Offer telegrams and other documents not previously distributed to INR to the Office of Intelligence Liaison, Biographic Division (INR-B).

**DispAuthNo:** N1-59-94-36, item 2

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**A208003a** Task Force/Working Group Files-activity logs (chronology of events), news tickers, press guidance and releases, memorandums, incoming and outgoing telegrams, issue papers, contact lists, schedules and minutes of meetings and other related documents.

**Description:** a. 7th Floor Task Force/Working Group

**Disposition:** After ascertaining that the disbandment report containing all substantive happenings and activities on a day-by-day, shift-by-shift is received by S/S-IRM/SRD, destroy 1 year after conclusion of Task Force. S/S-IRM/SRD is responsible for the historical record.

**DispAuthNo:** N1-59-94-36, item 3a

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**A208003b Task Force/Working Group Files-**activity logs (chronology of events), news tickers, press guidance and releases, memorandums, incoming and outgoing telegrams, issue papers, contact lists, schedules and minutes of meetings and other related documents.

**Description:** b. Bureau Level Task Force/Working Group - Administrative material consisting of information on staffing, schedules, telephone contact lists, schedules of meetings and other information of a non-substantive nature. Substantive material consisting of telegraphic traffic including other agency telegrams, the activity log (chronology of events), press guidance and releases, memorandums, papers and/or briefing material.

**Disposition:** Permanent. Retire to the RSC 1 year after conclusion of Task Force/Working Group. Transfer to WNRC 5 years after conclusion. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-94-36, item 3b

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**A208004 Daily Activity Reports**

**Description:** Reports prepared for the Assistant Secretary by each program office providing key foreign policy issues or positions.

**Disposition:** Retire to the RSC when 2 years old for transfer to the WNRC. Destroy when 10 years old.

**DispAuthNo:** N1-59-94-36, item 4

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